



Fiscal Year 2018 VOCA Policies & Procedures Training

Outline – Today's discussion

- Overview: Important VOCA administrative websites, policies, and guides
- Overview: MOVA's VOCA Policies & Procedures Manual
- How-to: Reporting requirements
- Office of Civil Rights requirements
- Monitoring

Websites, policies, and guides

MOVA's website: <http://www.mass.gov/mova/>

- List of FY18 award recipients
- VOCA Policies and Procedures Manual
- Forms: Programmatic Change, Performance Report, Data tracking spreadsheet, and other key administrative forms

VOCA listserv:

- Email MOVA at join-VOCA@listserv.state.ma.us

Websites, policies, and guides

What is the VOCA administrative structure for funding?

- Federal via the DOJ, OJP, OVC; and
- For sub recipients in Massachusetts MOVA, as the SAA

What does that mean for sub recipients?

- A lot of rules to follow 😊
- However a significant number of the rules are combined within in the VOCA Policies and Procedures manual

Websites, policies, and guides

What policies do sub recipients need to follow?

- MOVA Policies and Procedures

What other policies must be followed?

- OMB (generic)
- OCFO Financial Guide (generic)
- VOCA Rule (specific to VOCA)
- OJP OCR (specific to OJP)

Overview: VOCA Policies & Procedures Manual

Current version: effective June 2017

Sections:

- Allowable and unallowable services/costs
- Program and reporting requirements
- Fiscal P&P
- Appendix A-D

Overview: VOCA P&P Manual

Allowable and unallowable services/costs

- Adopted, at MOVA's discretion, from the federal guidelines
- Refer to Appendix C for detailed examples
 - If you still have questions, contact your Grant Manager

Reporting and program requirements

- SAR, Performance reports
- Volunteers, Victim Compensation assistance, confidentiality maintenance etc.

Overview: VOCA P&P Manual

Fiscal P&P

- Responsibilities for sub-recipients
 - record keeping
 - audits
 - expenditure reports and backup
 - match

Appendix A-D

- A, general information
- B, General resources
- C, Detailed list of allowable and unallowable costs and services by cost category
- D, List of updates made to manual

Expenditure Reports

- **VOCA is a cost reimbursement grant-** expenditure reports must not include costs that have yet to take place/advance payments
- Expenditure reports are due on the 15th day (following the end of reporting period) of each month or quarter
 - If the 15th falls on a holiday or weekend, due the next business day
- Agencies with more than one VOCA program must report expenses *separately* for each program
- Only request reimbursement for costs in your approved VOCA budget

Expenditure Reports - Submission

- **Expenditure Reports must include:**
 - Expenditure report coversheet and backup worksheet
 - Records to support worksheet and costs (backups)
 - Expenditure reports **must** only include approved budget costs
 - Other backup may be requested
- **For State Agencies (ISAs)**
 - Expenditure report coversheet and backup worksheet
 - BQ88 and BQ89 (Warehouse Query)
 - Other backup may be requested

Expenditure Reports – Examples of backup documentation:

- **Personnel** (salary and fringe):
 - Timesheets
 - Must accurately account for time spent working on VOCA
 - Payroll Statements
 - Fringe Backup
- **Consultants:**
 - Invoice for services
 - Copy of check or other proof of payment(e.g. program's general ledger/expense report)

Expenditure Reports – Examples of backup documentation:

- **Office Supplies:**

- Invoices/Receipts
- Note: Receipts must be itemized in order to see each purchase

- **Equipment:**

- Invoices/Receipts
- If value is over \$1000, prior approval is required

Expenditure Reports – Examples of backup documentation:

- **Travel:**

- Travel Logs
- Receipts for taxi vouchers/t-passes/tolls/etc.
- Out of State Travel

- **Contracts:**

- Invoice for services
- Copy of check or other proof of payment (e.g. program's general ledger/expense report)

Expenditure Reports – Examples of backup documentation:

- **Other:**
 - Rent
 - Copy of check/receipt
 - Trainings
 - Agenda
 - Out of State Trainings
 - Utilities/Phones
 - Invoice/Bill for services
 - Copy of check/receipt or other proof of payment

Programmatic Changes

Why?

- New Hires (all new hires require a resume, submitted simultaneously)
- Resignations/terminations (provide explanation for terminations in the body of the form)
- Internal Changes in Responsibilities:
 - Change in Job Duties/salary changes/change in hours
 - Maternity Leave, Extended Sick Leave, Sabbatical, etc.

Programmatic Changes

How and When?

- Report to MOVA *within 2 weeks* of hire/resignation/change date.
- Electronic submissions preferred; speak to grants manager if this is a concern.

Date Received

Programmatic Change Form

Print Form

Date Approved

Directions:

Please fill out one programmatic change form per adjustment to your grant program. You may submit via fax or e-mail to your respective Grant Program Specialist. You must submit your personnel change form ***within two weeks of a staff change***. Any submittal after the two week period will be subject to the grant specialist's discretion. Agencies must submit a programmatic change form when a new employee is hired* or resigns or requires an increase or decrease in hours or a salary adjustment or fringe adjustment. Pay special attention to employees that are listed on more than one grant to ensure there is no supplantation. **All programmatic change forms must be accompanied with an amended budget reflecting the requested changes, otherwise they will be rejected.** Please contact your MOVA grant specialist if you have any questions.

**up to date resumes must be included*

Grant Fund

Grant Fiscal Year

Date (MM/DD/YY)

Agency

Program

Name of Employee

Position Title

Reason for Change

Resignation
New Hire
Change in Hours/Salary/Position
Extended Leave

Date Effective (MM/DD/YY)

☐Budget Amendment
Included☐ Billing Monthly☐ Billing Quarterly**Memorandum**

(REQUIRED - Please enter explanation/justification for programmatic change here)

Signatures for Programmatic and Fiscal Rep. must be from 2 different people

Programmatic Representative Signature

Date:

Fiscal Representative Signature

Date:

Budget Amendments

Why?

- Staff change (hire/resignation)
- Salary/Fringe changes
- Transfer of funds into or out of any cost category
- New costs/line items
- Adjustment of approved match

No more than 10% of total award amount may be shifted in a year

75/25 split and match requirement must be maintained

TOTAL AWARD AMOUNT MUST REMAIN EXACTLY THE SAME

Budget Amendments

How?

- Submit for MOVA's review and approval:
 - A narrative describing the reason for the amendment request within the body of the email
 - Necessary programmatic change forms with required staff information/resumes, if staff changes are proposed
 - A revised budget reflecting the proposed changes
- For state agencies, please also submit a revised Attachment B which was initially included in the ISA

Budget Amendments

- New amendment costs must be allowable, per the P&P
- In the case of staff changes, please only have **1 line per employee on the budget**
 - Use the narrative section to describe the breakout of changing costs
 - Do not include multiple lines for employees
- A mid-year budget amendment **must** account for funds reimbursed prior to that date
- If needed, please contact your Grants Manager to obtain your current approved budget.

Budget Amendments

MOVA Grant Manager approval is required prior to implementing changes.

If approval is not obtained, reimbursement may not be granted.

- *Once your request is approved, we will send you a new approved budget and expenditure report coversheet to use for all remaining billing.*

Example: Salary Increase – Pre-raise

A. Personnel - Salary - List each employee by first and last name. Enter the number of VOCA hours per week and total number of weeks to be spent on project. ** Review the VOCA policies and procedures for Direct vs. Administrative functions. Only when an employee is providing both direct services and administrative services, please divide their time and salary appropriately onto different lines to differentiate their direct service personnel costs from their administrative service personnel costs.**

Employee Name	Functional and UFR Title	Direct or Admin Cost (drop down)	# of VOCA hours	# Weeks on VOCA Project	Total Personnel Cost	VOCA Cost	VOCA Match
<i>Example: Jane Smith</i>	<i>Clinical Supervisor/Program Manager</i>	<i>Direct Cost</i>	<i>30</i>	<i>52</i>	<i>\$ 39,000.00</i>	<i>\$ 39,000.00</i>	<i>\$</i>
<i>Example: John Doe</i>	<i>Victim Advocate/Case Manager</i>	<i>Admin Cost</i>	<i>10</i>	<i>43</i>	<i>\$ 10,750.00</i>	<i>\$ 7,000.00</i>	<i>\$ 3,750.00</i>
Ashley DiFraia	Party Planning Committee, President	Direct Cost	40	52	\$ 52,000.00	\$ 52,000.00	\$
Jonathan Mills	Party Planning Committee, Vice President	Direct Cost	40	52	\$ 41,600.00	\$ 41,600.00	\$
					\$ -	\$ -	\$
					\$ -	\$ -	\$
Total:					\$ 93,600.00	\$ 93,600.00	\$
					Total Direct Cost	\$ 93,600.00	
					Total Admin Cost	\$ -	

Budget Narrative For Salary:

Employee Name	Total Employed Hours at Agency	Employee's Actual Annual	Other Funding Support X Hours of position (Do not include match, be specific when identifying sources)
<i>Example: Jane Smith</i>	<i>40</i>	<i>\$ 52,000.00</i>	<i>United Ways - 10hrs</i>
<i>Example: John Doe</i>	<i>37.5</i>	<i>\$ 48,750.00</i>	<i>DPH - 10 hrs., EOPSS - 17.5</i>
Ashley DiFraia	40	\$ 52,000.00	100% VOCA (25\$ per hour)
Jonathan Mills	40	\$ 41,600.00	100% VOCA (20\$ per hour)

Example: Salary Increase - Post-raise (Incorrect)

A. Personnel - Salary - List each employee by first and last name. Enter the number of VOCA hours per week and total number of weeks to be spent on project. ** Review the VOCA policies and procedures for Direct vs. Administrative functions.

Employee Name	Functional and UFR Title	Direct or Admin Cost (drop down)	# of VOCA hours	# Weeks on VOCA Project	Total Personnel Cost	VOCA Cost	VOCA Match
<i>Example: Jane Smith</i>	<i>Clinical Supervisor/Program Manager</i>	<i>Direct Cost</i>	<i>30</i>	<i>52</i>	<i>\$ 39,000.00</i>	<i>\$ 39,000.00</i>	<i>\$ -</i>
<i>Example: John Doe</i>	<i>Victim Advocate/Case Manager</i>	<i>Admin Cost</i>	<i>10</i>	<i>43</i>	<i>\$ 10,750.00</i>	<i>\$ 7,000.00</i>	<i>\$ 3,750.00</i>
Ashley DiFraia	Party Planning Committee, President	Direct Cost	40	26	\$ 26,000.00	\$ 26,000.00	\$ -
Ashley DiFraia	Party Planning Committee, President	Direct Cost	40	26	\$ 31,200.00	\$ 31,200.00	\$ -
Jonathan Mills	Party Planning Committee, Vice President	Direct Cost	40	26	\$ 20,800.00	\$ 20,800.00	\$ -
Jonathan Mills	Party Planning Committee, Vice President	Direct Cost	40	26	\$ 26,000.00	\$ 26,000.00	\$ -
					\$ -	\$ -	\$ -
Total:					\$ 104,000.00	\$ 104,000.00	\$ -
					Total Direct Cost	\$ 104,000.00	
					Total Admin Cost	\$ -	

Budget Narrative For Salary:

Employee Name	Total Employed Hours at Agency	Employee's Actual Annual	Other Funding Support X Hours of position (Do not include match, be specific when identifying sources)
<i>Example: Jane Smith</i>	<i>40</i>	<i>\$ 52,000.00</i>	<i>United Ways - 10hrs</i>
<i>Example: John Doe</i>	<i>37.5</i>	<i>\$ 48,750.00</i>	<i>DPH - 10 hrs., EOPSS - 17.5</i>
Ashley DiFraia	40	\$ 52,000.00	100% VOCA (25\$ per hour)
Ashley DiFraia	40	\$ 41,600.00	100% VOCA (30\$ per hour)
Jonathan Mills	40	\$ 20,800.00	100% VOCA (20\$ per hour)
Jonathan Mills	40	\$ 26,000.00	100% VOCA (25\$ per hour)
		\$ -	

Example: Salary Increase - Post-raise (Correct)

A. Personnel - Salary - List each employee by first and last name. Enter the number of VOCA hours per week and total number of weeks to be spent on project. ** Review the VOCA policies and procedures for Direct vs. Administrative

Employee Name	Functional and UFR Title	Direct or Admin Cost (drop down)	# of VOCA hours	# Weeks on VOCA Project	Total Personnel Cost	VOCA Cost	VO
<i>Example: Jane Smith</i>	<i>Clinical Supervisor/Program Manager</i>	<i>Direct Cost</i>	<i>30</i>	<i>52</i>	<i>\$ 39,000.00</i>	<i>\$ 39,000.00</i>	<i>\$</i>
<i>Example: John Doe</i>	<i>Victim Advocate/Case Manager</i>	<i>Admin Cost</i>	<i>10</i>	<i>43</i>	<i>\$ 10,750.00</i>	<i>\$ 7,000.00</i>	<i>\$</i>
Ashley DiFraia	Party Planning Committee, President	Direct Cost	40	52	\$ 57,200.00	\$ 57,200.00	\$
Jonathan Mills	Party Planning Committee, Vice President	Direct Cost	40	52	\$ 52,000.00	\$ 52,000.00	\$
					\$ -	\$ -	\$
					\$ -	\$ -	\$
Total:					\$ 109,200.00	\$ 109,200.00	\$
					Total Direct Cost	\$ 109,200.00	
					Total Admin Cost	\$ -	

Budget Narrative For Salary:

Employee Name	Total Employed Hours at Agency	Employee's Actual Annual Salary at Agency	Other Funding Support X Hours of position (Do not include match, be specific when identifying sources).
<i>Example: Jane Smith</i>	<i>40</i>	<i>\$ 52,000.00</i>	<i>United Ways - 10hrs</i>
<i>Example: John Doe</i>	<i>37.5</i>	<i>\$ 48,750.00</i>	<i>DPH - 10 hrs., EOPSS - 17.5</i>
Ashley DiFraia	40	\$ 52,000.00	100% VOCA (26 weeks, 25\$ per hour, 26 weeks, 30\$ per hour)
Jonathan Mills	40	\$ 41,600.00	100% VOCA (26 weeks, 20\$ per hour, 26 weeks, 25\$ per hour)
		\$ -	
#REF!		\$ -	
#REF!		\$ -	
#REF!		\$ -	
#REF!		\$ -	

Out of State Training Requests

Process

- Must receive express approval from MOVA before any costs are incurred
- Form is available online
- Out of State travel/Training on approved budget

Out of State Training Requests

Process cont.

- Must be submitted to MOVA 30 days *prior* to incurring any expenses
 - Training schedule/agenda must also be provided
- Appropriate back up (receipts, invoices, *and proof of attendance*, must be submitted in the appropriate expenditure report)

Having a training approved on the budget does constitute approval for out of state training costs.



Out of State Training/Travel Request Form

[Print Form](#)

Must be submitted 30 days prior to registration or booking travel

Directions:

Pre-approved MOVA awarded funds may be used for out of state skills training for staff. Funds for training are to be used exclusively for developing the skills of direct service providers, including paid staff and volunteers so they can offer quality services to crime victims.

MOVA awarded direct service grant funds cannot be used for management and administrative training of executive directors, board members and other individuals who do not provide direct services.

Training related travel can be covered such as transportation, meals, lodging and registration fees to attend training. Travel expenses will be reimbursed according to the pre-approved budget and are not to exceed your agency's travel policy or the federally approved GSA rates <http://www.gsa.gov/portal/content/104877>. Grantees are encouraged to look first for available training within their immediate geographical area to minimize travel costs. If needed training is unavailable close by, funds may be authorized for out of state travel.

To use pre-approved funds, please submit the following **Thirty (30) days prior** to registration/booking.
All information is **required**.

Grant Fund Grant Fiscal Year Date (MM/DD/YY)

Agency Program

1. Agenda and/or course content for the training that is being requested.

☐ Agenda/Course Content is Attached

a. Pre-approved budget line for training

e. Lodging Cost

b. Pre-approved budget line for travel for training

f. Per Diem budget

 /day

c. Registration Fee

d. Transportation cost (mileage, airfare, taxi, etc.)

g. Number of Attendees

h. List name of
Attendee(s) and
position within
agency:

2. Describe how the
training will develop the
skills of direct service
providers.

3. Please explain why direct services to
crime victims cannot be offered without
VOCA support of these expenses and
why out of state travel is necessary.

Requesting Program Contact Name

Signature

Date

For MOVA use Only:

☐ Approved

☐ Denied

Comments

Performance Reports

NEW REQUIREMENTS started July 1!

- Agencies will no longer submit quarterly performance reports to MOVA
- AGENCY performance data will be submitted to the U.S. Department of Justice - Office of Victims of Crime (OVC)
 - Data entry on OVC's online Performance Measurement Tool (PMT)
- Contact your MOVA Grants Manager with any questions

Performance Reports cont'd

Quarter	Deadline
Q1 (July – September)	October 30
Q2 (October – December)	January 31
Q3 (January – March)	April 30
Q4 (April – June)	July 31

*****If deadline falls on a holiday or weekend, submit the following business day*****

Performance Reports

NEW Victim Assistance Subgrantee Data Tracking Spreadsheet

- Must be used to track individual client data each quarter by program
- Find the spreadsheet on MOVA's website:
<http://www.mass.gov/mova/grants/voca/info-for-grantees/>
- Save as: “[Agency Name – Program Name – Quarter #] FY18 Victim Assistance Subgrantee Data Tracking Report.”
- Database users – ensure that you can produce reports that mimic the spreadsheet

Performance Reports

Demonstration: Victim Assistance Subgrantee Data Tracking Spreadsheet

Performance Reports

NEW OVC Performance Measurement Tool

- Online system for data entry and reporting to OVC
<https://ovcpmt.ojp.gov/>
- Accessed by: OVC, MOVA and the sub-recipient

Log-in page:

OJP PMP Login x

Secure | https://ojpsso.ojp.gov

Apps Massachusetts Office Google Maps Oracle HR/CMS Peop The Boston Globe Enterprise Rent-A-Car Office for Victims of C Other bookmarks

 **U.S. DEPARTMENT OF JUSTICE**
Office of Justice Programs
Innovation • Partnerships • Safer Neighborhoods

Performance Measurement Platform

 **User Name**
Email Address

Password
Maximum of 3 attempts

Login

[Forgot Password](#)

Please note: JavaScript must be enabled to use this site. If not, site navigation will not work properly. If you need to enable JavaScript, click [here](#) to find out how.

BJA **OVC** **OJJDP** **NIJ**

Privacy | FOIA

PMT home page: Select “OVC PMT.”



The screenshot shows a web browser window with the URL <https://ojpsso.ojp.gov/main.cfm>. The browser's address bar and tabs are visible at the top. The main content area features the U.S. Department of Justice logo and the text "Office of Justice Programs" with the tagline "Innovation • Partnerships • Safer Neighborhoods". Below this, the title "Performance Measurement Platform" is displayed. A user login bar shows "Sarah Morrissey" and a "Logout" link. A navigation bar contains three buttons: "Home", "Update My Account", and "Change Password". A prominent yellow button labeled "OVC PMT" is centered below the navigation bar. A red warning message states: "*** Staying Logged-In *** Keep this window open for navigation to all of your assigned OJP applications!". At the bottom, a horizontal bar displays the logos for BJA, OVC, OJJDP, and NIJ. A footer link for "Privacy | FOIA" is located at the very bottom.

Authorized Applications x

Secure | <https://ojpsso.ojp.gov/main.cfm>

Apps Massachusetts Office Google Maps Oracle HR/CMS Peop The Boston Globe Office for Victims of C email.state.ma.us Other bookmarks

 U.S. DEPARTMENT OF JUSTICE
Office of Justice Programs
Innovation • Partnerships • Safer Neighborhoods

Performance Measurement Platform

Sarah Morrissey [Logout](#)

[Home](#) [Update My Account](#) [Change Password](#)

OVC PMT

***** Staying Logged-In *****
Keep this window open for navigation to all of your assigned OJP applications!

BJA **OVC** **OJJDP** **NIJ**

[Privacy | FOIA](#)

OVC PMT Home – Information and Resources:

Your session will time out after 30 minutes of inactivity. Click save before leaving the system unattended.



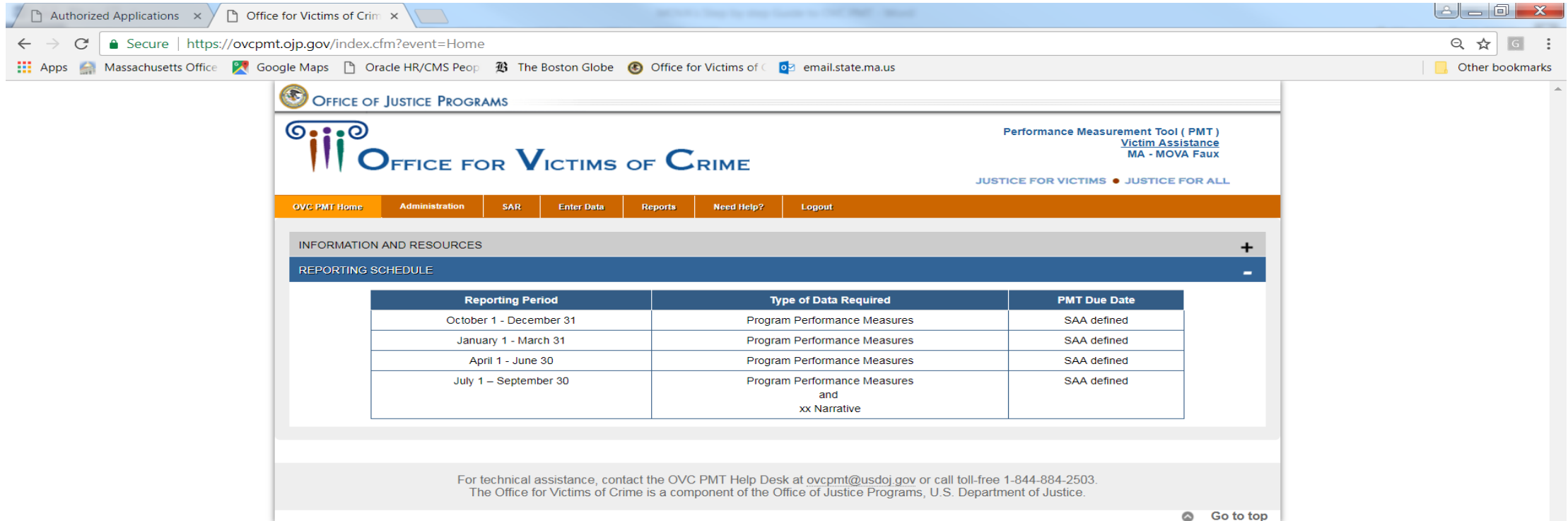
The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Home>. The page header includes the "OFFICE OF JUSTICE PROGRAMS" logo and the "OFFICE FOR VICTIMS OF CRIME" logo. A navigation bar contains links: "OVC PMT Home", "Administration", "SAR", "Enter Data", "Reports", "Need Help?", and "Logout". The main content area is titled "INFORMATION AND RESOURCES" and contains the following text:

Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the "save" button before leaving the system unattended or when you're finished entering data.

As a subgrantee receiving funds from the State Administrative Agency (SAA), you have been granted access to enter and submit data online through the Performance Measurement Tool (PMT). The subgrantee data is submitted to your Grantee or SAA for their review and approval. If you have questions about your subgrantee reporting requirements or deadlines, please contact your SAA.

Below this text is a section titled "REPORTING SCHEDULE" with a plus sign icon. At the bottom of the page, there is a footer with contact information: "For technical assistance, contact the OVC PMT Help Desk at ovcpmt@usdoj.gov or call toll-free 1-844-884-2503. The Office for Victims of Crime is a component of the Office of Justice Programs, U.S. Department of Justice." A "Go to top" link is also present.

OVC PMT Home – Reporting Schedule: This schedule reflects the Federal FY – instead, consult the P&P Manual for the State FY (July-June), which you will report on.




The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Home>. The page header includes the "OFFICE OF JUSTICE PROGRAMS" logo and the "OFFICE FOR VICTIMS OF CRIME" logo. A navigation bar contains links: "OVC PMT Home", "Administration", "SAR", "Enter Data", "Reports", "Need Help?", and "Logout". Below the navigation bar is a section titled "INFORMATION AND RESOURCES" with a sub-section "REPORTING SCHEDULE". This section contains a table with the following data:

Reporting Period	Type of Data Required	PMT Due Date
October 1 - December 31	Program Performance Measures	SAA defined
January 1 - March 31	Program Performance Measures	SAA defined
April 1 - June 30	Program Performance Measures	SAA defined
July 1 - September 30	Program Performance Measures and xx Narrative	SAA defined

At the bottom of the page, there is a footer with contact information: "For technical assistance, contact the OVC PMT Help Desk at ovcpmt@usdoj.gov or call toll-free 1-844-884-2503. The Office for Victims of Crime is a component of the Office of Justice Programs, U.S. Department of Justice." A "Go to top" link is also present.

Administration – Award List: view your federal award number and award amount.



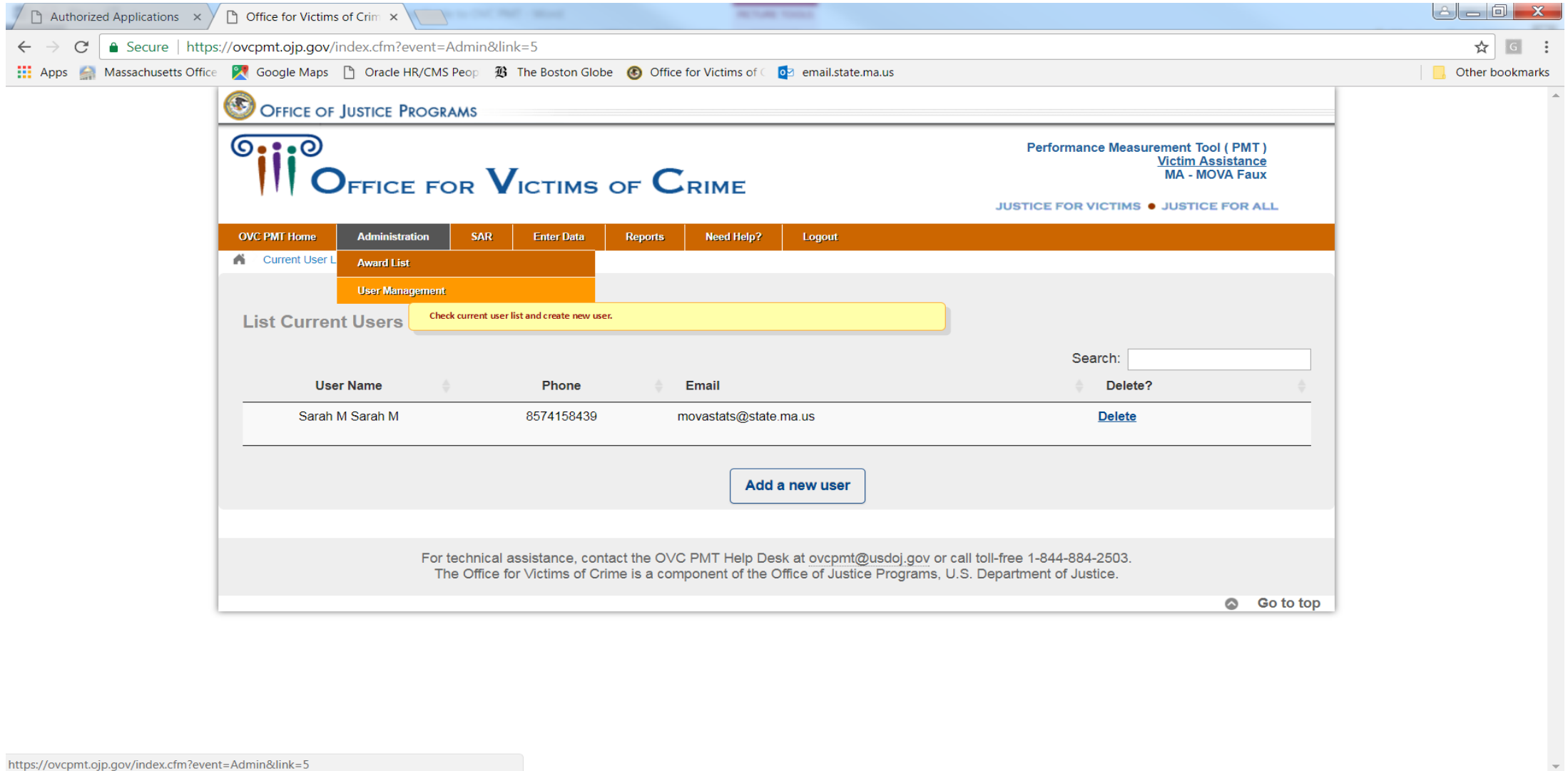
The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Admin&link=1>. The page is titled "OFFICE OF JUSTICE PROGRAMS" and "OFFICE FOR VICTIMS OF CRIME". It features a navigation menu with options: OVC PMT Home, Administration, SAR, Enter Data, Reports, Need Help?, and Logout. The "Administration" menu is expanded, showing "Award List" and "User Management". The "Award List" is displayed as a table with the following columns: Federal Award, Total Federal Award Amount, Subaward Number (State Assigned), Distributed Amount, Total Sub Award Amount, and Subgrantee. The table contains two rows of data. At the bottom of the page, there is a footer with contact information for the OVC PMT Help Desk and a "Go to top" link.

Federal Award	Total Federal Award Amount	Subaward Number (State Assigned)	Distributed Amount	Total Sub Award Amount	Subgrantee
	6.00		0.00		
222	6.00		0.00		

For technical assistance, contact the OVC PMT Help Desk at ovcpmt@usdoj.gov or call toll-free 1-844-884-2503. The Office for Victims of Crime is a component of the Office of Justice Programs, U.S. Department of Justice.

[Go to top](#)

User Management: Select this tab to view current PMT users or add new users within your agency.



The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Admin&link=5>. The page is titled "OFFICE OF JUSTICE PROGRAMS" and "OFFICE FOR VICTIMS OF CRIME". It features a navigation menu with tabs: "OVC PMT Home", "Administration", "SAR", "Enter Data", "Reports", "Need Help?", and "Logout". The "Administration" tab is selected, showing a sub-menu with "Current User List", "Award List", and "User Management". The "User Management" tab is active, displaying a "List Current Users" section. A yellow tooltip提示 "Check current user list and create new user." is visible. Below the list, there is a table with columns: "User Name", "Phone", "Email", and "Delete?". The table contains one entry: Sarah M Sarah M, 8574158439, movastats@state.ma.us. A "Delete" link is provided for this user. At the bottom, there is a button labeled "Add a new user".

For technical assistance, contact the OVC PMT Help Desk at ovcpmt@usdoj.gov or call toll-free 1-844-884-2503. The Office for Victims of Crime is a component of the Office of Justice Programs, U.S. Department of Justice.

[Go to top](#)

Need Help?: Click on “Need Help” tab to view the links to helpful documents. Please review the ★ documents..
Please disregard the “Email” and “Feedback” options -- please contact your Grants Manager with any questions or concerns.



The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Help>. The page is titled "OFFICE OF JUSTICE PROGRAMS" and "OFFICE FOR VICTIMS OF CRIME". It features a navigation bar with tabs: "OVC PMT Home", "Administration", "Profile", "SAR", "Enter Data", "Reports", "Need Help?", and "Logout". The "Need Help?" tab is selected, showing a dropdown menu with "Email" and "Feedback" options. The main content area is divided into three sections: "Performance Measures", "PMT User Materials", and "Trainings (conference presentations and recorded webinars)". Each section contains several links, some of which are marked with a yellow star (★). The "Performance Measures" section includes links for "Victim Assistance – Subgrant Award Report (SAR)", "Victim Assistance – Subgrantee Performance Measures Report", "Victim Assistance – Grantee Report", and "Victim Assistance – Subgrantee Data Tracking Template (Excel)". The "PMT User Materials" section includes links for "Victim Assistance User Guide for Grantees", "Victim Assistance User Guide for Subgrantees", "Victim Assistance – FAQs", and "PMT Fact Sheet". The "Trainings" section includes links for "June 2017 – Victim Assistance - PM Training", "October 2016 – Victim Assistance – Performance Measures Training", "October 2016 – Victim Assistance – PMT Training", "August 2016 – VOCA National Conference – PMT Update (Assistance)", "January 2016 – Victim Assistance – Performance Measures and PMT Training", "November 2015 – Victim Assistance – PMT Demo", "October 2015 – Victim Assistance – Performance Measures Training", and "September 2015 – Victim Assistance – Performance Measures Training". At the bottom, there is a footer with contact information for the OVC PMT Help Desk.

Authorized Applications x Office for Victims of Crim x

Secure | <https://ovcpmt.ojp.gov/index.cfm?event=Help>

Apps Massachusetts Office Google Maps Oracle HR/CMS Peop The Boston Globe Office for Victims of C email.state.ma.us Other bookmarks

OFFICE OF JUSTICE PROGRAMS

OFFICE FOR VICTIMS OF CRIME

Performance Measurement Tool (PMT)
Victim Assistance
MA - Victim Witness Assistance Board

JUSTICE FOR VICTIMS • JUSTICE FOR ALL

OVC PMT Home Administration Profile SAR Enter Data Reports Need Help? Logout

Email
Feedback

Performance Measures

[Victim Assistance – Subgrant Award Report \(SAR\)](#) [June 2017]
[Victim Assistance – Subgrantee Performance Measures Report](#) [June 2017] ★
[Victim Assistance – Grantee Report](#)
[Victim Assistance – Subgrantee Data Tracking Template \(Excel\)](#) ★

PMT User Materials

[Victim Assistance User Guide for Grantees](#) ★
[Victim Assistance User Guide for Subgrantees](#) ★
[Victim Assistance – FAQs](#)
[PMT Fact Sheet](#)

Trainings (conference presentations and recorded webinars)

[June 2017 – Victim Assistance - PM Training](#) ★
[October 2016 – Victim Assistance – Performance Measures Training](#)
[October 2016 – Victim Assistance – PMT Training](#)
[August 2016 – VOCA National Conference – PMT Update \(Assistance\)](#)
[January 2016 – Victim Assistance – Performance Measures and PMT Training](#)
[November 2015 – Victim Assistance – PMT Demo](#)
[October 2015 – Victim Assistance – Performance Measures Training](#)
[September 2015 – Victim Assistance – Performance Measures Training](#)

For technical assistance, contact the OVC PMT Help Desk at ovcpmt@usdoj.gov or call toll-free 1-844-884-2503.
The Office for Victims of Crime is a component of the Office of Justice Programs, U.S. Department of Justice.

Enter Data: Select the “Enter Data” tab, and select the appropriate Reporting Period from the drop-down menu and click “Continue”.

Reporting periods become available for selection/data entry on the first business day following the last day of the reporting period.

The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Entry>. The page header includes the "OFFICE OF JUSTICE PROGRAMS" logo and the "OFFICE FOR VICTIMS OF CRIME" logo. A navigation bar contains links: "OVC PMT Home", "Administration", "SAR", "Enter Data" (highlighted), "Reports", "Need Help?", and "Logout". A red warning message states: "Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data." Below this, the "Select Reporting Period" dropdown menu is open, showing the selected period "04/01/2017 - 06/30/2017". A "Continue" button is located below the dropdown. The footer contains contact information for the OVC PMT Help Desk and a "Go to top" link.

Authorized Applications x Office for Victims of Crim x

Secure | <https://ovcpmt.ojp.gov/index.cfm?event=Entry>

Apps Massachusetts Office Google Maps Oracle HR/CMS Peop The Boston Globe Office for Victims of C email.state.ma.us Other bookmarks

OFFICE OF JUSTICE PROGRAMS

OFFICE FOR VICTIMS OF CRIME

Performance Measurement Tool (PMT)
Victim Assistance
MA - MOVA Faux

JUSTICE FOR VICTIMS • JUSTICE FOR ALL

OVC PMT Home Administration SAR Enter Data Reports Need Help? Logout

Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data.

Select Reporting Period 04/01/2017 - 06/30/2017

Continue

For technical assistance, contact the OVC PMT Help Desk at ovcpmt@usdoj.gov or call toll-free 1-844-884-2503.
The Office for Victims of Crime is a component of the Office of Justice Programs, U.S. Department of Justice.

Go to top

Enter Data – Demographics:

The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Entry>. The browser's address bar and tabs are visible at the top. Below the browser window, a red warning message states: "Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data." The main content area is titled "POPULATION DEMOGRAPHICS" and includes a yellow instruction box: "This section **should** be completed each reporting period. Source of data: Activities conducted at the subgrantee level." Below this, there are four numbered questions with input fields: 1. "TOTAL number of individuals who received services during the reporting period." (value: 20) 2. "TOTAL number of anonymous contacts received during the reporting period." (value: 2) 3. "Of the number of individuals entered in question 1, how many were **NEW** individuals who received services from your agency for the first time during the reporting period." (value: 20) 4. "Demographics (for NEW individuals identified in Question 3)" with a checkbox "We cannot track new individuals" (unchecked). Below the questions, there are three paragraphs of instructions: "Count each NEW individual in only one race/ethnicity type as self-reported. Individuals who self-report in more than one race and/or ethnicity category should be counted in the 'Multiple Races' category. **The total number of individuals in each demographic category should equal the number of NEW individuals reported in Question 3.** This data is used for statistical purposes to comply with Federal regulations." "All '0' entries must represent a **true value of zero**." "If no data is collected for a **category**, enter 'NT' in that category to mark it as Not Tracked. This means that the subgrantee is not yet able to submit data in this category due to the need to update its data collection system, but that efforts are underway to track data as requested. Then, in the 'Not Tracked' category provided, report the number of individuals whose demographic data was not tracked." "If no data is collected for an **individual**, count that individual in the **Not Reported** category. This means that the subgrantee collects this data, but it was not provided by the person completing the intake form." A fourth paragraph of instructions is also present, which is a duplicate of the first paragraph.

POPULATION DEMOGRAPHICS DIRECT SERVICES REVIEW

This section **should** be completed each reporting period.
Source of data: Activities conducted at the subgrantee level.

1. **TOTAL** number of individuals who received services during the reporting period.

2. **TOTAL** number of anonymous contacts received during the reporting period.

3. Of the number of individuals entered in question 1, how many were **NEW** individuals who received services from your agency for the first time during the reporting period.

☐ We cannot track new individuals

4. Demographics (for NEW individuals identified in Question 3)

Count each NEW individual in only one race/ethnicity type as self-reported. Individuals who self-report in more than one race and/or ethnicity category should be counted in the "Multiple Races" category. **The total number of individuals in each demographic category should equal the number of NEW individuals reported in Question 3.** This data is used for statistical purposes to comply with Federal regulations.

All "0" entries must represent a **true value of zero**.

If no data is collected for a **category**, enter "NT" in that category to mark it as Not Tracked. This means that the subgrantee is not yet able to submit data in this category due to the need to update its data collection system, but that efforts are underway to track data as requested. Then, in the "Not Tracked" category provided, report the number of individuals whose demographic data was not tracked.

If no data is collected for an **individual**, count that individual in the **Not Reported** category. This means that the subgrantee collects this data, but it was not provided by the person completing the intake form.

Count each NEW individual in only one race/ethnicity type as self-reported. Individuals who self-report in more than one race and/or ethnicity category should be counted in the "Multiple Races" category. **The total number of individuals in each demographic category should equal the number of NEW individuals reported in Question 4.** This data is used for statistical purposes to comply with Federal regulations.

All "0" entries must represent a **true value of zero**.

If no data is collected for a **category**, enter "NT" in that category to mark it as Not Tracked. This means that the subgrantee is not yet able to submit data in this category due to the need to update its data collection system, but that efforts are underway to track data as requested. Then, in the "Not Tracked" category provided, report the number of individuals whose demographic data was not tracked.

If no data is collected for an **individual**, count that individual in the **Not Reported** category. This means that the subgrantee collects this data, but it was not provided by the person completing the intake form.

Enter Data – Demographics: Age

Authorized Applications x Office for Victims of Crime x

Secure | https://ovcpmt.ojp.gov/index.cfm?event=Entry

Apps Massachusetts Office Google Maps Oracle HR/CMS People The Boston Globe Office for Victims of Crime email.state.ma.us Other bookmarks

C. AGE (self-reported)

Population	Number of New Individuals
Age 0- 12	<input type="text" value="20"/>
Age 13- 17	<input type="text" value="0"/>
Age 18- 24	<input type="text" value="0"/>
Age 25- 59	<input type="text" value="0"/>
Age 60 and Older	<input type="text" value="0"/>
Not Reported	<input type="text" value="0"/>
Not Tracked	<input type="text" value="0"/>
Age Total (auto-calculated after save)	<input type="text" value="20"/>

5. TYPES OF VICTIMIZATIONS (for ALL individuals identified in Question 1 and 2)

If no data is collected for a category, enter "NT" in that field to represent **Not Tracked**. This means that the subgrantee is not yet able to submit data in this category due to the need to update its data collection system, but that efforts are underway to track data as requested.

If no data is collected for a category, enter "NT" in that field to represent **Not Tracked**. This means that the subgrantee is not yet able to submit data in this category due to the need to update its data collection system, but that efforts are underway to track data as requested.

A. Number of individuals who received services based on a presenting victimization during the reporting period.

Victimization Type	Number of Individuals
Adult Physical Assault (Includes Aggravated and Simple Assault)	<input type="text" value="0"/>
Adult Sexual Assault	<input type="text" value="0"/>
Adults Sexually Abused/Assaulted as Children	<input type="text" value="0"/>
Arson	<input type="text" value="2"/>
Bullying (Verbal, Cyber or Physical)	<input type="text" value="0"/>
Burglary	<input type="text" value="0"/>
Child Physical Abuse or Neglect	<input type="text" value="0"/>

Enter Data – Demographics: Victimization Type

Authorized Applications x Office for Victims of Crime x

Secure | https://ovcpmt.ojp.gov/index.cfm?event=Entry

Apps Massachusetts Office Google Maps Oracle HR/CMS People The Boston Globe Office for Victims of Crime email.state.ma.us Other bookmarks

5. TYPES OF VICTIMIZATIONS (for ALL individuals identified in Question 1 and 2)

If no data is collected for a category, enter "NT" in that field to represent **Not Tracked**. This means that the subgrantee is not yet able to submit data in this category due to the need to update its data collection system, but that efforts are underway to track data as requested.

If no data is collected for a category, enter "NT" in that field to represent **Not Tracked**. This means that the subgrantee is not yet able to submit data in this category due to the need to update its data collection system, but that efforts are underway to track data as requested.

A. Number of individuals who received services based on a presenting victimization during the reporting period.

Victimization Type	Number of Individuals
Adult Physical Assault (Includes Aggravated and Simple Assault)	0
Adult Sexual Assault	0
Adults Sexually Abused/Assaulted as Children	0
Arson	2
Bullying (Verbal, Cyber or Physical)	0
Burglary	0
Child Physical Abuse or Neglect	0
Child Pornography	0
Child Sexual Abuse/Assault	0
Domestic and/or Family Violence	20
DUI/DWI Incidents	0
Elder Abuse or Neglect	0
Hate Crime: Racial/Religious/Gender/ Sexual Orientation/Other (Explanation Required)	0
<input type="checkbox"/> Please explain other reason	
Human Trafficking: Labor	0
Human Trafficking: Sex	0
Identity Theft/Fraud/Financial Crime	0

Enter Data – Demographics: Once you’ve entered all demographic data, you must click “Save and Continue” to move onto the next section of the report.

The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Entry>. The browser's address bar and tabs are visible at the top. The main content area displays a form for entering demographic data. At the top of the form, there is a text input field with a character count: "You have 4997 characters left. (Maximum characters: 5000)". Below this, section B asks: "B. Of the individuals who received services, how many presented with more than one type of victimization during the reporting period?". This is followed by a label "Enter Number:" and a text input field containing the value "2". Section C is titled "C. Special classification of individuals (Self-reported)". It contains a table with two columns: "Victimization Type" and "Number of Individuals". The table lists several categories with corresponding input fields: Deaf/Hard of Hearing (0), Homeless (0), Immigrants/Refugees/Asylum Seekers (2), LGBTQ (0), Veterans (0), Victims with Disabilities: Cognitive/ Physical /Mental (0), Victims with Limited English Proficiency (0), and Other (0). The "Total" row shows the value "2" and is marked as "(auto-calculated)". Below the table, there is a label "If other, please explain:" followed by a large text input field. At the bottom of the form, there are two buttons: "Save & Continue" and "Exit Data Entry". A footer section at the very bottom provides contact information for the OVC PMT Help Desk and states that the Office for Victims of Crime is a component of the Office of Justice Programs, U.S. Department of Justice. A "Go to top" link is located in the bottom right corner of the page.

You have 4997 characters left. (Maximum characters: 5000)

B. Of the individuals who received services, how many presented with more than one type of victimization during the reporting period?

Enter Number:

C. Special classification of individuals (Self-reported)

Victimization Type	Number of Individuals
Deaf/Hard of Hearing	<input type="text" value="0"/>
Homeless	<input type="text" value="0"/>
Immigrants/Refugees/Asylum Seekers	<input type="text" value="2"/>
LGBTQ	<input type="text" value="0"/>
Veterans	<input type="text" value="0"/>
Victims with Disabilities: Cognitive/ Physical /Mental	<input type="text" value="0"/>
Victims with Limited English Proficiency	<input type="text" value="0"/>
Other	<input type="text" value="0"/>
Total	<input type="text" value="2"/> (auto-calculated)

If other, please explain:

You have 5000 characters left. (Maximum characters: 5000)

For technical assistance, contact the OVC PMT Help Desk at ovcpmt@usdoj.gov or call toll-free 1-844-884-2503.
The Office for Victims of Crime is a component of the Office of Justice Programs, U.S. Department of Justice.

[Go to top](#)

Enter Data – Direct Services: select the type of service, then enter the number of individuals who received services AND the number of times each service was provided during the reporting period.

Authorized Applications x Office for Victims of Crime x

Secure | https://ovcpmt.ojp.gov/index.cfm?event=Entry

Apps Massachusetts Office Google Maps Oracle HR/CMS People The Boston Globe Office for Victims of Crime email.state.ma.us Other bookmarks

POPULATION DEMOGRAPHICS DIRECT SERVICES REVIEW

Complete this section each reporting period.

6. Number of individuals assisted with a victim compensation application during the reporting period. 20

7. Select the types of services provided by your organization during the reporting period:

- ☒ A. Information & Referral
- ☐ B. Personal Advocacy/ Accompaniment
- ☐ C. Emotional Support or Safety Services
- ☒ D. Shelter/ Housing Services
- ☐ E. Criminal/ Civil Justice System Assistance

8. Total number of individuals who received services by service type AND number of times each service was provided during the reporting period

A. Information & Referral

Enter the number of individuals who received services in this category 20

A1. Information about the criminal justice process 0

A2. Information about victim rights, how to obtain notifications, etc. 20

A3. Referral to other victim service programs 20

A4. Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.) 0

D. Shelter/ Housing Services

Enter the number of individuals who received services in this category 2

D1. Emergency shelter or safe house 0

D2. Transitional housing 0

D3. Relocation assistance (includes assistance with obtaining housing) 0

Enter Data – Direct Services: Once you’ve entered all direct services data, click “Save and Continue.” To leave the system, click “Save and Continue” THEN “Exit Data Entry” – all of the data you have entered will be saved and you will be able to leave the system, make edits if desired and submit the report at a later time.

Authorized Applications x Office for Victims of Crime x

Secure | <https://ovcpmt.ojp.gov/index.cfm?event=Entry>

Apps Massachusetts Office Google Maps Oracle HR/CMS People The Boston Globe Office for Victims of Crime email.state.ma.us Other bookmarks

☐ E. Criminal/ Civil Justice System Assistance

8. **Total number of individuals who received services by service type AND number of times each service was provided during the reporting period**

A. Information & Referral

Enter the number of individuals who received services in this category

A1. Information about the criminal justice process

A2. Information about victim rights, how to obtain notifications, etc.

A3. Referral to other victim service programs

A4. Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)

D. Shelter/ Housing Services

Enter the number of individuals who received services in this category

D1. Emergency shelter or safe house

D2. Transitional housing

D3. Relocation assistance (includes assistance with obtaining housing)

Additional Comments:

You have 5000 characters left. (Maximum characters: 5000)

For technical assistance, contact the OVC PMT Help Desk at ovcpmt@usdoj.gov or call toll-free 1-844-884-2503. The Office for Victims of Crime is a component of the Office of Justice Programs, U.S. Department of Justice.

[Go to top](#)

Enter Data – Review: Once you are finished entering all data, you must review your report. Errors/missing data will show as “Required” next to the question. Click on the “Required” to bring you to that question and you may enter the appropriate data.

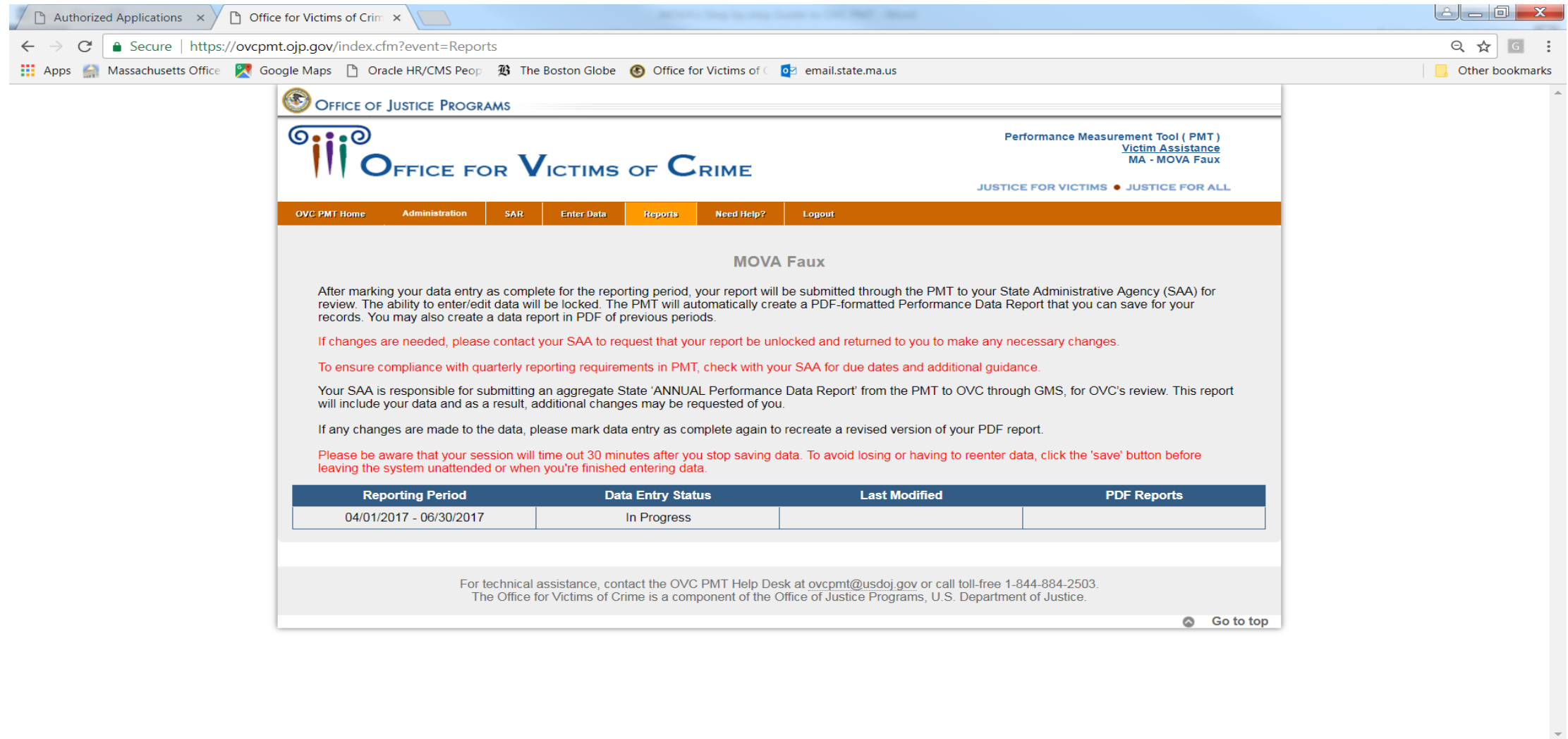
The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Entry&link=1>. The page has three tabs: **POPULATION DEMOGRAPHICS**, **DIRECT SERVICES**, and **REVIEW**. Below the tabs is a link: [CLICK HERE TO REVIEW THE DETAILS](#). A search bar with a **Print** button is located at the top right. The main content is a table with four columns: **Question**, **Option**, **Response**, and **Alert**.

Question	Option	Response	Alert
POPULATION DEMOGRAPHICS			
1. TOTAL number of individuals who received services during the reporting period.		20	
2. TOTAL number of anonymous contacts received during the reporting period.		2	
3. Of the number of individuals entered in question 1, how many were NEW individuals who received services from your agency for the first time during the reporting period.		20	
We cannot track new individuals			
4. Demographics (for NEW individuals identified in Question 3)			
A. RACE/ETHNICITY (self-reported)			
	American Indian or Alaska Native	0	
	Asian	20	
	Black or African American	0	
	Hispanic or Latino	0	
	Native Hawaiian or Other Pacific Islander	0	
	White Non-Latino or Caucasian	0	
	Some Other Race	0	

Enter Data – Review: Check “Mark data entry as complete...” and click “Save,” then the record will be locked and you will not be able to edit your report.

The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Entry&link=1>. The page is titled "OFFICE OF JUSTICE PROGRAMS" and "OFFICE FOR VICTIMS OF CRIME". It includes a navigation bar with links: OVC PMT Home, Administration, SAR, Enter Data, Reports, Need Help?, and Logout. The "Enter Data" link is highlighted. Below the navigation bar, the reporting period is "04/01/2017 - 06/30/2017" and the sub-grantee name is "MOVA Faux". A warning message states: "Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data." Below this, there are three tabs: "POPULATION DEMOGRAPHICS", "DIRECT SERVICES", and "REVIEW". The "REVIEW" tab is selected. A link "CLICK HERE TO REVIEW THE DETAILS" is provided. The "CONFIRMATION" section contains a checkbox labeled "Mark data entry as complete. The record will be locked for further data entry." which is checked. A "SAVE" button is next to it. Below the checkbox is a text area for "Additional Comments" with a character count: "You have 500 characters left. (Maximum characters: 500)". At the bottom, a note states: "*Once data entry is complete for a reporting period, you can view performance data reports here."

Reports: View all of your reports (in progress and completed) here. Save and retain each of your quarterly PDF reports in your appropriate VOCA grant files.



The screenshot shows a web browser window with the URL <https://ovcpmt.ojp.gov/index.cfm?event=Reports>. The page is titled "OFFICE OF JUSTICE PROGRAMS" and "OFFICE FOR VICTIMS OF CRIME". It features a navigation bar with links: OVC PMT Home, Administration, SAR, Enter Data, Reports (highlighted), Need Help?, and Logout. The main content area is titled "MOVA Faux" and contains several paragraphs of text explaining the reporting process, including instructions on how to submit data, create PDF reports, and handle changes. A table at the bottom displays the reporting period, data entry status, last modified date, and PDF reports. The footer includes contact information for technical assistance and a "Go to top" link.

OFFICE OF JUSTICE PROGRAMS

Performance Measurement Tool (PMT)
Victim Assistance
MA - MOVA Faux

JUSTICE FOR VICTIMS • JUSTICE FOR ALL

OVC PMT Home Administration SAR Enter Data **Reports** Need Help? Logout

MOVA Faux

After marking your data entry as complete for the reporting period, your report will be submitted through the PMT to your State Administrative Agency (SAA) for review. The ability to enter/edit data will be locked. The PMT will automatically create a PDF-formatted Performance Data Report that you can save for your records. You may also create a data report in PDF of previous periods.

If changes are needed, please contact your SAA to request that your report be unlocked and returned to you to make any necessary changes.

To ensure compliance with quarterly reporting requirements in PMT, check with your SAA for due dates and additional guidance.

Your SAA is responsible for submitting an aggregate State 'ANNUAL Performance Data Report' from the PMT to OVC through GMS, for OVC's review. This report will include your data and as a result, additional changes may be requested of you.

If any changes are made to the data, please mark data entry as complete again to recreate a revised version of your PDF report.

Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data.

Reporting Period	Data Entry Status	Last Modified	PDF Reports
04/01/2017 - 06/30/2017	In Progress		

For technical assistance, contact the OVC PMT Help Desk at ovcpmt@usdoj.gov or call toll-free 1-844-884-2503.
The Office for Victims of Crime is a component of the Office of Justice Programs, U.S. Department of Justice.

Go to top

Office of Civil Rights requirements

Office of Justice Programs, Office of Victims of Crime, Office of Civil Rights (OCR)
Website: <https://ojp.gov/about/offices/ocr.htm>

General VOCA Subgrant Conditions:

- Limited English Proficiency (LEP)
- Non-discrimination

Equal Employment Opportunity Plan (EEOP)

- Must submit plan or obtain certification of exemption to OCR
- Online Reporting Tool: <https://ocr-eeop.ncjrs.gov>
- Online OCR training: <https://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm>

Monitoring

Why?

- Ensure compliance with federal and state requirements
- Technical assistance opportunity

When?

- Regular desk review
- Two-year site visit schedule, informed by:
 - Agency results on MOVA's organizational questionnaire;
 - Performance: to program objectives and grant administration

Monitoring

What to expect:

- Notice in advance of site visit
- Submission of completed Fiscal and Programmatic worksheets
- VOCA funded staff required to participate
- On-sight review of systems, equipment and records
- Written report from MOVA, including description of any required corrective actions

Fraud, Waste and Abuse

Whistleblower complaints involving public funds may be directed to:

- **MA Inspector General - (800) 322-1323**
- **MA Attorney General, Fair Labor Helpline - (617) 727-3465**
- **MA Division of Unemployment Assistance - (800) 354-9927**
- **MA Office of the State Auditor - (617) 727-6200**